



Wisconsin Department of Revenue

Annual W-2 Reporting and Annual 1099-R, 1099-MISC, and W2-G Reporting

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SPECIAL NOTICE

The state of Wisconsin accepts only the MMREF-1 format put forth by the Social Security Administration (SSA). These specifications augment all earlier publications for reporting to the Wisconsin Department of Revenue and should be used with tax year 2005 reporting. The record formats are designed to be compatible with the formats shown in the U.S. Social Security Administration's MMREF-1 tax year 2005 publication no. 42-007. There is also detailed information in the Internal Revenue Service (IRS) publication 1220 (Rev. Proc. 2005-49). All references made to the IRS specifications refer to publication 1220. Any reference made to the SSA specifications have been written in ***italics***. However, it is advisable to read the entire publication so that you may determine which changes affect your reporting.

Records/files are designed so that copies of the SSA file may be sent to Wisconsin as long as the **'RS' records** are included.

You also have the option of electronically transferring your data to the Department of Revenue through the Department of Revenue's web site www.dor.state.wi.us rather than submit physical media.

E-File the WT-7

Wisconsin allows employers to file WT-7s electronically from our web site. WT-7s can be entered on a form similar to the other free file forms for electronic filing of Wisconsin returns. See our web site www.dor.state.wi.us for additional detail and instructions.

You may still submit magnetic media - cartridges (IBM 3480/3490 compatible), diskettes or CD-ROM. **Wisconsin will no longer accept 9-track magnetic tape.** We encourage you to consider the electronic transfer option for your data.

If you have any questions, call (608) 267-3327 or send us an email w2data@dor.state.wi.us.

Part 1 of these specifications refers to the annual reporting of W-2 information to the Department of Revenue and should not be confused with the quarterly wage reporting of unemployment compensation information. For more information on quarterly wage reporting, you may contact the Magnetic Media Coordinator at the Department of Workforce Development (DWD) Unemployment Compensation Division by calling (608) 267-4406.

This booklet contains two filing formats: Part 1 is annual W-2 wage and withholding reporting and Part 2 is annual 1099R, 1099MISC and W2-G reporting. Please be careful to use the proper format when creating your file(s)!

The State of Wisconsin will not accept 9-track reel tapes for the 2005 tax year. If you have any questions, call (608) 267-3327 for further clarification.

PART 1 - W-2 DATA

**THE FOLLOWING FORMAT
IS FOR REPORTING ANNUAL
W-2 DATA**

TO THE WISCONSIN DEPARTMENT OF REVENUE.

DO NOT USE THIS FORMAT IF YOUR ARE FILING

1099-R, 1099-MISC OR W2-G DATA.

PLEASE REFER TO PART 2 OF

THIS PUBLICATION FOR THE

1099-R, 1099-MISC, W2-G FORMATS.

INTRODUCTION - W-2

- A. Part 1 of this booklet contains the specifications and instructions for reporting state wage and withholding (Form W-2) information to the Wisconsin Department of Revenue via magnetic media or electronic transfer. Effective with tax year 1991, magnetic media reporting was made mandatory if you are reporting 250 or more wage statements to Wisconsin. You may either send in magnetic media as in previous years or you may transfer your W-2 data files via the Department of Revenue's web site at www.dor.state.wi.us.
- B. If you choose to send in magnetic media, the only magnetic media accepted by Wisconsin are: IBM 3480/3490 compatible cartridge, 3 1/2" diskette, or CD-ROM. **Wisconsin no longer accepts 9-track magnetic tape.**
- C. Copies of magnetic media submitted to the Social Security Administration (SSA) for W-2 reporting normally may be submitted to the Department of Revenue provided the state of Wisconsin information is reported on the **'RS' SUPPLEMENTAL RECORD**. This record is **required** by Wisconsin and follows the SSA format.
- D. If there are errors or problems with your data we will send a letter indicating the error(s).
- E. Currently there is not a Combined Reporting program in place for reporting W-2 information between the Social Security Administration and Wisconsin.
- F. If you have any questions call (608) 267-3327 or send us an email at w2data@dor.state.wi.us.

REQUEST FOR MAGNETIC MEDIA/ELECTRONIC REPORTING

- A. Employers or transmitters who will be filing information on magnetic media or using electronic transfer do not need to request prior authorization. Magnetic media should be filed following the specifications shown in this booklet. For electronic transfer, follow the directions on the DOR web site www.dor.state.wi.us. File format for electronic transfer is identical to that of magnetic media.
- B. Employers or transmitters who wish to file on magnetic media or electronically transfer W-2 data and have less than 250 wage statements may still do so. Wisconsin encourages magnetic media/electronic transfer reporting regardless of the volume.
- C. Employers or transmitters who wish to submit a test may do so, however a test is not required.

If you do wish to submit a 'TEST' please do the following:

- A transmittal letter and an external media label should be included and clearly indicated as 'TEST' data.
- Test files may be submitted any time between August 1 and December 1.
- The test files and transmittal letter should be sent to the address shown below.

- Your test files will be processed. If there are any errors in the test files, you will receive a letter specifying the errors.

ATTN: Magnetic Media Coordinator
Audit Bureau
Wisconsin Department of Revenue
2135 Rimrock Road Room 232B
Madison, WI 53708-8906

FILING YOUR W-2 INFORMATION - MAGNETIC MEDIA

- A. A transmittal letter and the Magnetic Media should be sent together to the address shown above. An example of the information to be shown on a transmittal letter is on page 15. Please Note: Wisconsin does not send out new transmittal letters every year. We can accept either computer generated totals, handwritten totals on your letterhead, or a copy of the federal Form 6559, as long as the Wisconsin totals are reflected on the form or letter. W-2's and the magnetic media reports have the same due date as the Form WT-7, which is on or before January 31.
- B. A magnetic media report does not eliminate the requirement to file the Form WT-7.
- C. Request for extension of time to file your magnetic media and WT-7 may be submitted following the procedure outlined in the Wisconsin Employers Withholding Tax Guide, (W-166).
- * You can file your Form WT-7 electronically. Go to our web site at www.dor.state.wi.us for instructions
- D. If sending the Form WT-7 as a transmittal letter, please write "COPY" on the WT-7 to identify it as a transmittal letter.
- E. Mail media to:

ATTN: Magnetic Media Coordinator
Audit Bureau
Wisconsin Department of Revenue
2135 Rimrock Road Room 232B
Madison, WI 53708-8906

FILING YOUR W-2 INFORMATION - ELECTRONIC TRANSFER

- A. File format is the same as with magnetic media.
- B. Follow instructions on the Department of Revenue web site www.dor.state.wi.us.
- C. Electronically transferred reports have the same due date as the Form WT-7, which is on or before January 31.
- D. Electronically transferred reports do not eliminate the requirement to file the Form WT-7 with the Wisconsin Department of Revenue.
- E. Transmittal letters are not required for your electronically filed W-2 data.

- F. Electronically transferred files must be in ASCII character sets.

PROCESSING YOUR W-2 REPORTS

- A. Once your data has been processed and determined to be good, your magnetic media will NOT be returned to you. However, if there are errors or problems with your file we will send a letter indicating the problem(s).
- B. The Wisconsin Department of Revenue recommends that transmitters keep a backup copy of their magnetic media or the ability to recreate their electronically transferred file for at least four years after the due date. This complies with the Social Security Administration guidelines.

FILE SPECIFICATIONS - CARTRIDGE

Cartridge tape can be accepted in the format shown below. Cartridges must be IBM 3480/3490 compatible. As of the 2003 tax year, Wisconsin no longer accepts 9-track magnetic tapes.

A cartridge tape must meet all of the following specifications:

- CHARACTER SETS/RECORDING CODE - EBCDIC or ASCII 18/36 track cartridges.
- LOGICAL RECORD LENGTH (LRECL) - each logical record on cartridge must be 512 positions in length.
- BLOCKING FACTOR - 45 logical records per block are preferred, but we will accept a blocking factor of 1 to 45 logical records.
- INTERNAL LABELS - We can accept labeled or unlabeled cartridges. If internal labels are used, use IBM OSNS STANDARD header and trailer labels.

FILE SPECIFICATIONS - DISKETTE - CD-ROM

- A. Specifications and formats acceptable for diskettes are shown below:
1. Wisconsin will accept W-2 data on CD-ROM and 3 1/2" diskettes. Data must be recorded in ASCII character sets.
 2. Wisconsin accepts either WinZip or PKZIP files.
 3. Data should be recorded in upper case letters.
 4. Multi volume diskettes are acceptable by Wisconsin; however, we would prefer consolidated files from transmitters of multiple employers, rather than a separate file for each employer or client of the transmitter.
 5. The file name must start with STATREPT
 6. The external label on each diskette should specify the name of the company transmitting the diskette. Wisconsin does not provide or require special external labels.
 7. Diskettes must be in MS-DOS format.

8. **RECORD DELIMITERS** The file structure may be either sequential or random. If a sequential file is created, the record delimiter - the combination of a CARRIAGE RETURN (CR) character and a LINE FEED (LF) character- must occur in that sequence (CR/LF) and only once following the end of each record. There must be no delimiter before the first record. The CARRIAGE RETURN and LINE FEED should follow the record after position 512 in what would be positions 513 & 514. As with the SSA, random files must have a record length of exactly 512 BYTES.
9. All data records must be a fixed length of 512 bytes.
10. **Diskettes must be virus free. Please scan diskettes for viruses prior to submitting to the Department of Revenue.**

FILE SPECIFICATIONS - ELECTRONIC FILE TRANSFER

- A. File format for electronically transferred W-2 data is identical to the file layout for diskettes and CD-ROM media.
- B. Data must be recorded in ASCII character sets.

RECORD LAYOUTS FOR W-2 DATA REPORTED ON DISKETTE, CARTRIDGE, CD-ROM OR ELECTRONIC TRANSFER.

The U.S. Social Security Administration Publication (MMREF-1) outlines the federal reporting requirements. Please refer to this publication for the basic requirements and format. The information below details requirements for the Wisconsin Department of Revenue.

RECORD TYPE FOR W-2 DATA	RECORD DESCRIPTION	RECORD POSITIONS	SPECIFIC INSTRUCTIONS FOR W-2'S
RA	Submitter Record	1-512	<i>REQUIRED. Follow SSA specifications</i>
RE	Employer Record	1-512	<i>REQUIRED. Follow SSA specifications</i>
RW	Employee Wage Record	1-512	<i>REQUIRED. Follow SSA specifications</i>
RO	Employee Wage Record	1-512	<i>OPTIONAL. If submitted, follow SSA specifications</i>
RS	Supplemental Record	1-512	<i>REQUIRED. Details follow: Also, see note at the bottom of the RS record</i>
RS	Record Identifier	1-2	Record identifier constant 'RS'
	State Code	3-4	Enter state code where state income tax should be reported, e.g. 55 for WI, 27 for MN, 17 for IL, etc.
RS	Taxing Entity Code	5-9	Leave blank
	Social Security Number (SSN)	10-18	Enter the employee's social security number
	Employee First Name	19-33	Enter the employee's first name. Left justify and fill with blanks.

RECORD TYPE FOR W-2 DATA	RECORD DESCRIPTION	RECORD POSITIONS	SPECIFIC INSTRUCTIONS FOR W-2'S
	Employee Middle Name or Initial	34-48	If applicable, enter the employee's middle name or initial. Left justify and fill with blanks.
	Employee Last Name	49-68	Enter the employee's last name. Left justify and fill with blanks.
	Suffix	69-72	If applicable, enter the employee's alphabetic suffix. Left justify and fill with blanks.
	Location Address	73-94	Enter the employee's location Address (Attention, Suite, Room Number, etc.) Left justify and fill with blanks.
	Delivery Address	95-116	Enter the employee's delivery address. Left justify and fill with blanks.
	City	117-138	Enter the employee's city. Left justify and fill with blanks.
	State Abbreviation	139-140	Enter the employee's state. Use a postal abbreviation. For a foreign address, fill with blanks.
	Zip Code	141-145	Enter the employee's zip code. for a foreign address, fill with blanks.
RS	Zip Code Extension	146-149	Enter the employee's four-digit extension of the zip code. If not applicable, fill with blanks.
	Blank	150-154	Fill with blanks. Reserved for SSA use.
	Foreign State/Province	155-177	If applicable, enter the employee's foreign state/province. Left justify and fill with blanks. Otherwise, fill with blanks.
	Foreign Postal Code	178-192	If applicable, enter the employee's foreign Postal code. Left justify and fill with blanks. Otherwise, fill with blanks.
	Country Code	193-194	<i>Follow the SSA specifications.</i>

LOCATIONS 195 TO 247 APPLY TO UNEMPLOYMENT REPORTING

Note: For the purpose of annual reporting of W-2 information to the State of Wisconsin, fields requiring unemployment data are not required and can be left blank or zero filled.

	State Employer Account Number	248-267	WISCONSIN EMPLOYER IDENTIFICATION NUMBER Left Justify and fill with blanks This is the six-digit WI withholding number.
	Blank	268-273	Fill with blanks for SSA use.
	State Code	274-275	Enter state code where state income tax should be reported (e.g. 55 for WI, 27 for MN, 17 for IL, etc.).
RS	State Taxable Wages	276-286	Wisconsin taxable wages. Include dollars and cents. Right justify and zero fill.

RECORD TYPE FOR W-2 DATA	RECORD DESCRIPTION	RECORD POSITIONS	SPECIFIC INSTRUCTIONS FOR W-2'S
	State Income Tax Withheld	287-297	Wisconsin income tax withheld. Include dollars and cents. Right justify and zero fill.
	Blank	298-337	These positions are not used for annual W-2 information. Fill with blanks.
	Supplemental Data 1	338-412	To be defined by user.
	Supplemental Data 2	413-487	To be defined by users.
	Blank	488-512	Fill with blanks. Reserved for SSA use.
	RT TOTAL RECORD	1-512	<i>OPTIONAL This record is not used by the state of Wisconsin. If submitted, follow SSA specifications</i>

Note: When filing the 'RT' record there are no defined fields for Wisconsin totals, only federal totals. This is acceptable

RF	FINAL RECORD	1-512	REQUIRED. Follow SSA specifications.
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This record indicates the end of the file. It must be the last data record on the file, appearing only once. No data gets processed after the code RF record.

Note: When filing the 'RF' record there are no defined fields for Wisconsin totals, only federal totals. This is acceptable

ADDITIONAL INFORMATION

- We cannot process any high order signed fields. All money amounts are dollars and cents and should be right justified and zero filled. No negative amounts or special characters should be used.
- All Wisconsin wage and tax information should be submitted on the 'RS' record. We should receive those records that contain State of Wisconsin information and are coded '55' in the state code fields. Records with a state code other than '55' will be bypassed. *Wisconsin does allow for other states' information to be reported on the Wisconsin file, however, they should be coded appropriately.* The state code appears in TWO places on the 'RS' record, position 3 and position 274. In both fields enter the state code where state income tax for each individual is reported (e.g. 55 for WI, 27 for MN, 27 for IL, etc.).
- If you have corrections to submit, please contact the Magnetic Media Coordinator for instructions.
- You may either send in magnetic media or you may transfer your W-2 data files via the Department of Revenue's web site at www.dor.state.wi.us. We encourage you to try this option. File format for electronically transferred files is identical to those for the physical media. Follow instructions on the Department of Revenue web site www.dor.state.wi.us.
- If you choose to send in magnetic media, the only magnetic media accepted by Wisconsin are: IBM 3480/3490 compatible cartridge, 3 1/2" diskette, or CD-ROM. Wisconsin no longer accepts 9 track reel tapes.
- Wisconsin does not have any special external labeling requirements and does not send any labels for your magnetic media.

- If you need to obtain the specifications (MMREF-1) from the Social Security Administration (SSA) you may contact your local SSA office or you may download them from the SSA web site. That web site is located at www.ssa.gov. IRS specifications for Publication 1220 can be found at www.irs.gov.
- If you have questions or problems regarding ANNUAL magnetic media reporting, you may call (608) 267-3327, contact us via email: w2data@dor.state.wi.us or write to:

Magnetic Media Coordinator
Audit Bureau
Wisconsin Department of Revenue
2135 Rimrock Road Room 232B
Madison, WI 53708-8906

COMMON ERRORS WHEN REPORTING W-2 DATA

Please pay special attention to each of the items listed below to avoid some of the most common errors:

- A. Please be sure the address you are using is for the Wisconsin Department of Revenue and not the DWD, Unemployment Compensation Division. The Department of Revenue receives *annual reporting information for W-2's and Form 1099's* but NOT quarterly information, which goes to DWD Unemployment Compensation Division.
- B. Please verify that the Tax Year you are reporting for is correct. It should be reported as one less than the current year. For example, if the current year is 2006 your file should indicate a tax year of 2005. *The tax year is found on the 'RE' record.*
- C. Please verify that if you are reporting Wisconsin information that you include the 'RS' records. These are required by Wisconsin.
- D. Please verify that you have a state code in position 3 and position 274 in the 'RS' record with the correct two digit state code (e.g. 55 for WI, 27 for MN, 17 for IL, etc.).
- E. Please verify that you have an 'RF' record. This is the final record on your file and is also required by Wisconsin.
- F. Please verify that you have NOT reported 1099 data and W-2 data together on the same media. These are two completely different form types and have different file layouts and reporting requirements.
- G. Please verify that you have a Transmittal Letter as well as your Form WT-7 (Annual Reconciliation of Wisconsin Income Tax Withheld from Wages) included with your magnetic media. Please indicate if the Form WT-7 is a copy or the original.
- H. If you are submitting diskettes, please scan the diskette for viruses prior to submission to the Wisconsin Department of Revenue, to avoid rejection.

PART 2 – 1099-R, 1099-MISC AND W2-G DATA

PART 2 BEGINS HERE

DO NOT USE THIS FORMAT IF YOU ARE FILING
W-2 DATA.

The State of Wisconsin will not accept 9-track reel tapes. If you have any questions, call (608) 267-3327 for further clarification.

INTRODUCTION TO REPORTING 1099-R, 1099-MISC & W2-G DATA

- Part 2 of this booklet contains the specifications and instructions for reporting information. Reporting is mandatory if you are reporting 250 or more documents to Wisconsin.
- We encourage you to use the option of electronically transferring your data to the Department of Revenue (DOR) through the DOR web site at www.dor.state.wi.us rather than submit physical media. You may still submit magnetic media - cartridges (IBM 3480/3490 compatible), diskettes or CD-ROM. **Wisconsin will no longer accept 9-track magnetic tape.**
- Effective with tax year 1991, magnetic media reporting was mandatory if you are reporting 250 or more documents to Wisconsin.
- Copies of magnetic media submitted to the Internal Revenue Service (IRS) for information return reporting may normally be submitted to the Department of Revenue provided the State of Wisconsin information is reported on the media and is coded properly for Wisconsin.
- If there are errors or problems with your data we will send a letter indicating the error(s).
- For specific requirements on the Federal/State Combined Reporting Program refer to the IRS Publication 1220 (Rev. Proc. 2005-49). 1099R and 1099Misc are due February 28 (March 15 for corporations reporting rents or royalties).

REQUEST FOR MAGNETIC MEDIA REPORTING

- Payors or transmitters who will be filing information on magnetic media or transferring files electronically do not need to request prior authorization. The data files should be filed following the specifications shown in this booklet.
- Payors or transmitters who wish to file on magnetic media or electronically transfer data but have less than 250 information returns to be filed may do so. Wisconsin encourages magnetic media/electronic reporting regardless of the volume.
- Payors or transmitters who wish to submit a test may do so (magnetic media only for the 2005 tax year), however a test is not required. If you wish to submit a test, please do the following:
 - A transmittal letter and an external media label should be included and clearly indicated as 'TEST' data.
 - Test files may be submitted any time between June 1st and November 15th.
 - The test files and transmittal letter should be sent to the address shown below.

- Your test files will be processed and you will be contacted regarding the status.

ATTN: Magnetic Media Coordinator
Audit Bureau
Wisconsin Department of Revenue
2135 Rimrock Road Room 232B
Madison, WI 53708-8906

FILING YOUR 1099-R, 1099-MISC AND W2-G REPORTS

- A. The magnetic media and a transmittal letter should be sent together to the address shown in the previous section. An example of the information to be shown on a transmittal letter is attached. **Note:** A copy of federal Form 6559 may be used provided the state information is shown on the form. Form WT-7, if required, should be sent to the address indicated on the form or submitted electronically.
- B. For electronic transfer follow the instructions on the Department of Revenue web site www.dor.state.wi.us. The formatting of fields is identical for both magnetic media and electronic transfer.
- C. If there are errors or problems with your file we will send a letter indicating the error(s).
- D. If you have any questions call (608) 267-3327 or send us an email at w2data@dor.state.wi.us.

CARTRIDGE AND DISKETTE SPECIFICATIONS FOR FILING 1099-R, 1099-MISC AND W2-G DATA

Cartridges can be accepted in the format shown below. Cartridges must be IBM 3480/3490 compatible. A cartridge must meet all of the following specifications:

- 1. DENSITY - 38,000 BPI is acceptable for cartridges.
- 2. CHARACTER SETS/RECORDING CODE - EBCDIC OR ASCII on 18/36 track cartridges.
- 3. LOGICAL RECORD LENGTH (LRECL) - each logical record on cartridge must be 750 positions in length.
- 4. BLOCKING FACTOR - 25 logical records per block are preferred, but we will accept a blocking factor of 1 to 25 logical records. If your system requires the block length to be a multiple of 4, use a blocking factor of 4, 8, 12, 16, 20, and 24.
- 5. INTERNAL LABELS - we can accept labeled or unlabeled tapes/carts. If header labels are used, use IBM OS/VS STANDARD header and trailer labels.
- 6. Specifications and formats acceptable for diskettes and CD-ROM media are shown below.
- 7. Wisconsin will accept 1099-R, 1099-MISC, and W2-G data on CD-ROM and 3 1/2" diskettes
- 8. Wisconsin accepts either WinZip or PKZIP files.
- 9. Data should be recorded in upper case letters.
- 10. Multivolume diskettes are acceptable by Wisconsin; however, we would prefer consolidated files from transmitters of multiple employers, rather than a separate file for each employer or client of the transmitter.

11. The file name should be WI1099R, WI1099MISC or WI_W2-G respectively. We no longer require the DOS naming convention for these files.
12. The external label on each diskette must specify the operating system used to generate the diskette file. Wisconsin does not provide external labels.
13. Diskettes must be in MS-DOS format.
14. RECORD DELIMITERS:

The file structure may be either sequential or random. If a sequential file is created, the record delimiter - the combination of a CARRIAGE RETURN (CR) character and a LINE FEED (LF) character- must occur in that sequence (CR/LF) and only once following the end of each record. There must be no delimiter before the first record. Random files must have a record length of exactly 750 bytes. The CARRIAGE RETURN and LINE FEED should follow the record after position 750 in what would be positions 751 & 752.

All data records must be a fixed length of 750 bytes.

Media must be virus free. Please scan media for viruses prior to submitting to the Department of Revenue.

RECORD LAYOUTS FOR INFORMATION RETURN DATA REPORTED ON MAGNETIC MEDIA

The Internal Revenue Service Publication 1220 dated (Rev. Proc. 2005-49) outlines the federal media reporting requirements. Please refer to this publication for the basic requirements and format. The information below details requirements for the Wisconsin Department of Revenue.

RECORD TYPE	RECORD DESCRIPTION	MEDIA POSITIONS	SPECIFIC INSTRUCTIONS
T	TRANSMITTER RECORD	1-750	Follow IRS specifications dated 2005.
A	PAYER RECORD	1-750	Follow IRS specifications dated 2005.
B	PAYEE RECORD	1-750	Follow IRS specifications dated 2005.
		723-734	State Income Tax Withheld for Form 1099-MISC, 1099-R, W-2G.
C	END OF PAYER RECORD	1-750	Follow IRS specifications dated 2005.
K	STATE TOTALS	1-750	Follow IRS specifications dated 2005.
		*****	Note: This record is only used for the combined reporting program and should not appear on a file coming directly to Wisconsin
F	END OF TRANSMISSION	1-750	Follow IRS specifications dated 2005. THIS RECORD INDICATES THE END OF FILE. IT MUST BE THE LAST RECORD ON THE FILE, APPEARING ONLY ONCE. NO DATA GETS PROCESSED AFTER THE CODE 'F' RECORD

COMMON ERRORS WHEN REPORTING 1099-R, 1099-MISC AND W2-G DATA

Please pay special attention to each of the items listed below to avoid some of the most common errors:

1. Please be sure the address you are using is for the Wisconsin Department of Revenue and not the DWD, Unemployment Compensation Division. The Department of Revenue receives annual reporting information for W-2s and Form 1099s but NOT quarterly information, which goes to the DWD, Unemployment Compensation Division.
2. Please verify that the Tax Year you are reporting for is correct. It should be reported as one less than the current year. For example, if the current year is 2006 your file should indicate a tax year of 2005.
3. Please verify that you have an 'F' record. This is the final record on your file and is also required by Wisconsin.
4. Please verify that you have NOT reported 1099 data and W-2 data together on the same media. These are two completely different form types and have different file layouts and reporting requirements.
5. Please verify that you have a transmittal letter included with your magnetic media.



State of Wisconsin • DEPARTMENT OF REVENUE

AUDIT BUREAU • 2135 RIMROCK ROAD • P.O. BOX 8906 • MADISON, WISCONSIN 53708-8906
TELEPHONE (608) 267-3327 • FAX (608) 261-4902 • <http://www.dor.state.wi.us>

ADDRESS MAIL TO:
AUDIT BUREAU
MAGNETIC MEDIA COORDINATOR
ROOM 232B
MADISON, WI 53708-8906

W-2 TRANSMITTAL LETTER

A transmittal letter should be included with your media and should contain all of the following information. Computer printed totals or copies of your federal forms 6559/6560 are acceptable providing they include the information described below. A copy of this page may also be used with all the pertinent information.

TOTALS INFORMATION - SEPARATE TOTALS FOR EACH EMPLOYER.

1. NUMBER OF WISCONSIN STATEMENTS FOR EACH EMPLOYER ON MEDIA -

2. WISCONSIN TAXABLE WAGES FOR EACH EMPLOYER ON MEDIA -

3. WISCONSIN INCOME TAX WITHHELD FOR EACH EMPLOYER ON MEDIA -

CONTACT INFORMATION FOR FILE PROBLEMS/QUESTIONS.

CONTACT PERSON AND TITLE - _____

TELEPHONE NUMBER AND EXTENSION (_____) _____

EMAIL ADDRESS: _____

COMPANY NAME - _____

TRANSMITTER NAME (IF DIFFERENT THAN COMPANY NAME)

ADDRESS (WHERE WE SHOULD SEND ANY CORRESPONDENCE REGARDING YOUR FILE)

CITY _____ STATE _____ ZIP _____ - _____

HAVE YOU FILED MAGNETICALLY IN THE PAST (CIRCLE ONE) YES NO

WOULD YOU BE INTERESTED IN FILING ELECTRONICALLY NEXT YEAR? YES NO



State of Wisconsin • DEPARTMENT OF REVENUE

AUDIT BUREAU • 2135 RIMROCK ROAD • P.O. BOX 8906 • MADISON, WISCONSIN 53708-8906
TELEPHONE (608) 267-3327 • FAX (608) 261-4902 • <http://www.dor.state.wi.us>

ADDRESS MAIL TO:
AUDIT BUREAU
MAGNETIC MEDIA COORDINATOR
ROOM 232B
MADISON, WI 53708-8906

1099 TRANSMITTAL LETTER

A transmittal letter should be included with your media and should contain all of the following information. Computer printed totals or copies of your federal forms 4803/4804 are acceptable providing they include the information described below. A copy of this page may also be used with all the pertinent information.

TOTALS INFORMATION - SEPARATE TOTALS FOR EACH PAYOR.

1. FORM TYPE (CIRCLE ONE) 1099-R 1099-MISC W2-G
2. TOTAL NUMBER OF STATEMENTS _____
3. TOTAL WISCONSIN TAXABLE AMOUNT _____
4. TOTAL WISCONSIN TAX WITHHELD _____

CONTACT INFORMATION FOR FILE PROBLEMS/QUESTIONS.

CONTACT PERSON AND TITLE - _____

TELEPHONE NUMBER AND EXTENSION (_____) _____

EMAIL ADDRESS: _____

COMPANY NAME - _____

TRANSMITTER NAME (IF DIFFERENT THAN COMPANY NAME)

ADDRESS (WHERE WE SHOULD SEND ANY CORRESPONDENCE REGARDING YOUR FILE)

CITY _____ STATE _____ ZIP _____ - _____

HAVE YOU FILED MAGNETICALLY IN THE PAST (CIRCLE ONE) YES NO

WOULD YOU BE INTERESTED IN FILING ELECTRONICALLY NEXT YEAR? YES NO